



Classification: Energy Commission Specialist III (TED)	Position No. 8200-4186-003
CBID: R10	Office: Demand Analysis
Date Prepared: February 2019	Division: Energy Assessments Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

CONFLICT OF INTEREST STATEMENT

This position is designated under the Conflict of Interest Code: YES ☒ NO ☐

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under the general direction of the Energy Resources Specialist III (Managerial) for the Demand Analysis Office and the Assistant Executive Director for Energy Data and Analytics, the Energy Commission Specialist III (ECS III) will serve as the Energy Commission's lead expert and technical advisor on data governance policies and strategies. The ECS III works with a team of energy specialists and consultants to develop a strategy and procedures for how the Energy Commission receives, catalogs, stores, accesses, and shares data. The ECS III develops policy recommendations for handling sensitive data, ensuring data quality, maintaining data inventories, and determining which entities are given access to which data and in what manner.

DUTIES AND RESPONSIBILITIES:

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
25%	Serves as the lead technical advisor responsible for acquiring and maintaining knowledge of existing data governance policies and procedures across the organization. The incumbent will develop and maintain an enterprise data governance strategy for organization-wide data handling policies and procedures, and develop a roadmap to achieve the strategy. (E)
25%	Standardizes and maintains processes across the Energy Commission for requesting and approving internal access to data. The incumbent will develop and maintain Energy Commission standards for publicly releasing derivatives of confidential data, such as anonymization, aggregation, and masking rules. (E)
20%	Develops and maintains processes and standards for managing data quality, including maintaining an inventory of confidential and high-priority datasets across the Energy Commission and standardizing the handling of such data. (E)
15%	Develops and maintains processes for entering into data sharing agreements with third parties, including other government agencies and academia; engages with the California Natural Resources Agency and GovOps on their open data portals and lead internal efforts to increase the Energy Commission's participation in open data efforts. (E)

DUTY STATEMENT

CEC-004 (Revised 01/2019)

CALIFORNIA ENERGY COMMISSION



10%	Represents staff before the Energy Commission, federal, state, and local agencies and interest groups by providing reports, testimony, advice, and comments. (E)
5%	Perform other duties as required consistent with the specifications of this classification. (M)

WORKING CONDITIONS: The work is performed primarily in an indoor office, conference room, and/or meeting room settings involving standing, and/or walking as well as sitting for long periods of time. Occasionally, there will be a need to lift, hold, and carry items weighing up to 20 pounds. Some travel may be required to attend off-site meetings or to participate in workshops and hearings. Additional hours beyond an eight-hour workday or forty-hour workweek may occasionally be required. While performing the duties described above, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and internet; participate in and lead meetings with other staff and with other agencies.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> VACANT Date </div> <div style="display: flex; justify-content: space-between;"> Energy Commission Specialist III (TED) </div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> MATT COLDWELL Date </div> <div style="display: flex; justify-content: space-between;"> Energy Resources Specialist III (Managerial) </div>